



North Quay Assoc. Ltd



#JOB-2458534



NQA - East Wall Road, Dublin 3, D01 V6W7



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



16/07/2026



13/08/2026

How to apply

Application Method :

Not available



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Logistics Controller

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Duties and Responsibilities

Process customer orders and prepare shipping documentation.

Coordinate the scheduling of deliveries with transport providers and warehouse teams.

Maintain accurate records of deliveries, shipments and inventory movements.

Prepare standard documentation related to domestic and international shipments.

Update logistics records and shipment tracking systems.

Communicate with suppliers, customers and transport providers regarding delivery schedules.

Assist with stock movement records and inventory updates.

Ensure company procedures are followed in relation to logistics operations.

Prepare routine logistics reports and maintain accurate operational records.

Provide administrative support to the logistics team to ensure the efficient movement of goods.

Requirements

Strong organisational and administrative skills.

Good knowledge of Microsoft Office applications.

Good communication and teamwork skills.

Ability to prioritise tasks and work in a busy environment.

Good attention to detail and record-keeping.

Previous experience in logistics, transport administration or supply chain operations is an advantage.

Good level of written and spoken English.

- **Sector:** transportation and storage

Career Level

- Entry Level